



Carson City Airport

Driving Rules and Regulations

Adopted February 18, 2009

Revised October 21, 2015

The following Driving Rules and Regulations were adopted on February 18, 2009 by the Carson City Airport Authority in accordance with the Carson City Municipal Code Section 19.02.020.070

Section 1. Airport Driving Rules and Regulations

1.1. Authority for Implementation of Rules and Regulations. The Carson City (KCXP) Airport operates under the jurisdiction of the Carson City Airport Authority. NRS 844 has granted the Carson City Airport Authority the authority to regulate vehicular traffic at the airport.

1.2. Applicability. This regulation applies to all users of, and persons on any portion of, the property owned or controlled by Carson City Airport Authority. No persons are exempt from airport operating training requirements for operating a vehicle on the airside of an airport. Tenant organizations shall be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees.

These Rules and Regulations may be amended, changed, or modified by the Carson City Airport Authority, as necessary.

1.3. Definitions. The following terms are defined as indicated in this section for the purpose of this Ground Vehicle Operation Training Manual.

- 1.3.1. Accident**—a collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.
- 1.3.2. Airside**—those areas of an airport that support aircraft activities.
- 1.3.3. Aircraft**—a device that is used or intended to be used for flight in the air.
- 1.3.4. Airport**—Carson City (KCXP) Airport Facility, owned by the City and County of Carson City and operated by the Carson City Airport Authority, including all improvements and equipment existing or to be developed.
- 1.3.5. Apron or Ramp**—a defined area on an airport or heliport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling, or maintenance.
- 1.3.6. Common Traffic Advisory Frequency (CTAF)**—radio frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating ATCT or when the tower is closed.
- 1.3.7. Fixed-Based Operator (FBO)**—a person, firm, or organization engaged in a business that provides a range of basic services to general aviation. Services may include the sale and dispensing of fuel, line services, aircraft parking and tie-down, pilot and passenger facilities, airframe and power plant maintenance, aircraft sales and rental, and pilot instruction.
- 1.3.8. Foreign Object Debris (FOD)**—debris that can cause damage to aircraft engines, tires, or skin from rocks, trash, or the actual debris found on runways, taxiways, and aprons.
- 1.3.9. General Aviation (GA)**—that portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.
- 1.3.10. Ground Vehicle**—all conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.
- 1.3.11. Incursion**—any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss separation with an aircraft taking off, intending to take off, landing, or intending to land.
- 1.3.12. Jet Blast**—jet engine exhaust or propeller wash (thrust stream turbulence).
- 1.3.13. Law Enforcement Officer (LEO)**—any person vested with police power of arrest under Federal, state, county, or city authority and identifiable by uniform, badge, and other indication of authority.
- 1.3.14. Mobile Fueler**—a vehicle owned and/or operated by authorized agents to pump and dispense Jet A and 100 LL fuel at (AIRPORT). This may include fuel tankers, in-to-plane fueling pumpers, and hydrant carts.
- 1.3.15. Operator**—any person who is in actual physical control of an aircraft or a motor vehicle.

- 1.3.16. **Owner**—a person who holds the legal title of an aircraft or a motor vehicle.
- 1.3.17. **Restricted Areas**—areas of the airport posted to prohibit or limit entry or access by the general public. All areas other than public areas.
- 1.3.18. **Runway**—a defined rectangular area on a land airport prepared for the landing and takeoff run of aircraft along its length.
- 1.3.19. **Runway in Use or Active Runway**—any runway or runways currently being used for takeoff or landing. When multiple runways are used, they are all considered active runways.
- 1.3.20. **Runway Safety Area**—a defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.
- 1.3.21. **Taxiways**—those parts of the airside designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.
- 1.3.22. **Tie Down Area**—an area used for securing aircraft to the ground.
- 1.3.23. **Uncontrolled Airport**—an airport without an operating airport traffic control tower or when airport traffic control tower is not operating.
- 1.3.24. **UNICOM**—a non-Federal communication facility that may provide airport information at certain airports. Locations and frequencies of UNICOMs are shown on aeronautical charts and publications.
- 1.3.25. **Vehicle Service Road**—a designated roadway for vehicles in a non-movement area.
- 1.3.26. **Very High Frequency Omnidirectional Range (VOR)**—a ground-based electronic navigation aid transmitting very high frequency navigation signals, 360 degrees in azimuth, oriented from magnetic north. Used as the basis for navigation in the National Airspace System.
- 1.3.27. **Wake Turbulence**—phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.

1.4. Severability. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of these Rules and Regulations or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction or other competent agency, such decision will not affect the validity or effectiveness of the remaining portions of these Rules and Regulations.

1.5. Violation of Rules—Penalties and Suspension of Driving Privileges. Any person who does not comply with any of the provisions of these Rules and Regulations, or any lawful order issued pursuant thereto, will be subject to progressive penalties for repeat violations. These penalties may include denied use of the Airport by the Carson City Airport Authority in addition to the penalties described pursuant to Federal, state, or local authorities.

- 1.5.1. Penalties for failure to comply with the Airside Vehicular Traffic Regulations shall consist of written warnings, suspension of airside driving privileges, and/or revocation of airside driving privileges. Receipt of two (2) written warnings by an operator of a vehicle in any 12-month period will automatically result in suspension of airside driving privileges. Receipt of three (3) written warnings in any 12-month period will automatically result in revocation of airside driving privileges. Immediate revocation by the Airport Manager shall occur for single violations that present an immediate danger, near miss with an aircraft, or other safety violation involving serious risk of damage to property or persons. In the event of suspension or revocation, the suspended or revoked individual (or company) shall have the right to request review, at the next noticed meeting, by the Carson City Airport Authority whose decision shall be final.
- 1.5.2. Based on an evaluation of the circumstances or the severity of a particular incident or incidents, the Carson City Airport Authority reserves the exclusive right to assess any penalty it deems appropriate at any time to any individual authorized to operate a vehicle on the airside without regard to prior operating history.

1.5.3. Suspension of airside driving privileges shall be no less than thirty (30) calendar days and no greater than one hundred twenty (120) calendar days.

1.5.4. The Carson City Airport Authority will provide a copy of all written warnings issued to an operator to the local manager of the company owning or in possession and control of the vehicle or vehicles involved in the violation(s).

1.6. The Carson City Airport Authority may require any individual involved in a runway incursion or other vehicle incident to complete remedial airfield driver training.

1.7. Driver Regulations on the Airside of an Airport.

1.7.1. Vehicle Operator Requirements.

1. All applicants must satisfactorily complete the applicable driver training class before receiving authorization to operate a vehicle airside.
2. All applicants must pass the written test with a grade of at least seventy (70) percent. Applicants who do not pass the written test may retake the test after additional study and a one (1) day period.
3. No vehicle shall be operated on the airside unless—
 - a. The driver is authorized to operate the class of vehicle by an appropriate state-licensing agency or by the driver's employer through a company training/certification program.
4. No person operating or driving a vehicle on any aircraft ramp shall exceed a speed greater than twenty (20) miles per hour. Factors including, but not limited to, weather and visibility shall be taken into consideration when determining safe operating speed.
5. No vehicle shall pass another ground vehicle in a designated vehicle roadway.
6. Moving aircraft and passengers enplaning or deplaning aircraft shall have the right-of-way at all times over vehicular traffic. Vehicle drivers must yield the right-of-way.
7. No vehicle operator shall enter the airside unless authorized by Carson City Airport Authority or unless the vehicle is properly escorted.
8. No vehicle operator shall enter the an active runway—
 - a. Without first obtaining permission of the Carson City Airport Authority or Airport Manager, being equipped with an operable two-way radio in communication with CTAF, and being equipped with an amber rotating beacon and a flag on a staff attached to the vehicle so that the flag will be readily visible (reference AC 150/5210-5); or
 - b. Unless escorted by a Carson City Airport Authority vehicle equipped as required in 8.a. and as long as the vehicle remains under the control of the escort vehicle.
9. No person shall operate any motor vehicle that is in such physical or mechanical condition as to endanger persons or property or that the Carson City Airport Authority considers an endangerment.
10. No person shall—
 - a. Operate any vehicle that is overloaded or carrying more passengers than for which the vehicle was designed.
 - b. Ride on the running board or stand up in the body of a moving vehicle.
 - c. Ride with arms or legs protruding from the body of a vehicle except when the vehicle was designed for such use.
11. No fuel truck shall be brought into, stored, or parked within 50 feet of a building.
12. Container carriers and tugs shall tow no more carts, pods, or containers than are practical, under control, tracking properly, and safe.

13. When not serving aircraft or undertaking their intended functions, ramp vehicles and equipment shall be parked only in approved areas.
14. No person shall park a vehicle in an aircraft parking area, safety area, or gross area or in a manner that obstructs or interferes with operations in the aircraft movement area or apron area.
15. No person shall park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other motor vehicles or equipment.
16. No person shall park a vehicle or equipment within 25 feet of a fire hydrant or in a manner that prohibits a vehicle from accessing the fire hydrant.
17. No person shall operate a vehicle or other equipment within the airside under the influence of alcohol or any drug that impairs, or may impair, the operator's abilities.
18. Each vehicle operator using an airport perimeter (security) gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator shall also ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.
19. Vehicle operators shall not operate vehicles in a reckless or careless manner. A reckless or careless manner is one that intentionally or through negligence threatens the life or safety of any person or threatens damage or destruction to property.
20. Whenever possible, all airport vehicles shall utilize the airport perimeter and service roads to transition between areas on the airport.
21. Each vehicle operator is responsible for the activities of each vehicle passenger on the airside of the airport.

1.7.2. Vehicle Regulations.

1. No vehicle shall be operated on the airside unless it has proper registration or is a qualified off-road vehicle that is not normally operated on public streets but has received the approval of the Carson City Airport Authority.
2. All vehicles operated on the airside must have vehicle liability insurance, as required by the Carson City Airport Authority.
3. Carts or pieces of equipment being towed or carried after darkness must have side and rear reflectors or rear lights.
4. No vehicle shall be permitted on the airside unless—
 - a. It is in sound mechanical condition with unobstructed forward and side vision from the drivers seat.
 - b. It has the appropriately rated and inspected fire extinguishers (service vehicles and fuel trucks).
 - c. It has operable headlamps and brake lights.
5. All aircraft refueling vehicles shall be equipped with a flashing amber beacon and flashing front, tail, and clearance lights that are activated at all times when operating on the airside

1.7.3. Vehicular Accidents. Operators of vehicles involved in an accident on the airport that results in injury to a person or damage to an aircraft, airport property, or another vehicle shall—

1. Immediately stop and remain at the scene of the accident.
2. Render reasonable assistance, if capable, to any person injured in the accident.
3. Report the accident immediately to the Carson City Airport Manager or Airport Authority before leaving the scene, if possible.

4. Provide the following to the Airport Manager or any responding Carson City Airport Authority personnel: name and address, airport identification card, state driver's license, and any information such personnel need to complete a motor vehicle accident report.

Section 2. Driving on the Non-Runway Areas

- 2.1. Non-runway areas include taxiways, aprons, perimeter roads and ramp areas. Anyone authorized to operate a motorized vehicle on the airside may do so on the non-runway areas without being in positive radio contact with the CTAF.
- 2.2. **Driving.** Operating within the ramp areas requires the vehicle driver to exercise extreme caution as aircraft are always moving, aircraft passengers may be walking from an aircraft to the gate, and noise levels are high.

Vehicle drivers should—

- 2.2.1. Never drive between safety cones.
- 2.2.2. Watch cockpit blind spots—pilots typically cannot see behind or below the aircraft.
- 2.2.3. Avoid jet blast or prop wash, which can blow debris or overturn vehicles.
- 2.2.4. Be aware and avoid moving propellers that can cause damage, injury, or death.
- 2.2.5. Be aware of other vehicle movements—you may not hear them approaching due to aircraft engine noise.
- 2.2.6. Yield to aircraft, passengers, and emergency vehicles, which ALWAYS have the right-of-way on any portion of the airport.

When traveling on the apron, always use designated vehicle service roads. Avoid driving close to buildings, around vehicles, or aircraft. This policy helps to establish a predictable order to vehicle movements in congested areas and helps to ensure their visibility to aircraft and other vehicles.

Parked aircraft may still have their engines running, so be aware of the hazards of jet blast or prop wash, which may overturn vehicles. Before an aircraft engine is started, the aircraft's red flashing beacons must be on. In some instances, propellers and engine spinners are marked to indicate when the engine is operating. A pilot's ability to maneuver quickly on the ground is limited. Propellers and jet engines can cause significant damage and injury to personnel. In addition, cockpit visibility prohibits the pilot from seeing under the nose or behind the aircraft and limits the pilot's ability to avoid ground vehicles.

- 2.3. **Nighttime and Poor Weather Driving Conditions.** Poor weather conditions (snow, fog, rain, etc.) might obscure visual cues, roadway markings, and airport signs. Vehicle operators should remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions.

Section 3. Driving on Active Runways

Drivers who are authorized to drive on the movement area require more training and vigilance since there are dangers associated with this area that are not present on non-movement areas. In addition to the principals for driving on the non-movement area, drivers who have access to the movement area must be cognizant of the meaning of airfield signs, markings, and lighting configurations. Additionally, they must be able to communicate with UNICOM and be able to follow CTAF directions.

- 3.1. **Runway Control.** Runway areas are considered "positive control," for vehicles, meaning that all vehicle operators will need permission from the Carson City Airport Authority or Airport Manager before entering the area.
- 3.2. **Authorized Vehicles.** Only those vehicles necessary for airport operations may enter a movement area. Therefore, fuel trucks, maintenance vehicles, tugs, catering trucks, and other nonessential vehicles should not be permitted to enter these areas. Exceptions may include Carson City Airport Authority or Airport Manager authorized

vehicles with appropriately trained personnel. The Airport Manager shall coordinate all other vehicle operations within the movement areas.

3.3. Taxiways.

3.3.1. **Designations.** Aircraft use taxiways to move to and from the aprons and the runways.

Taxiways are designated by the letters A, B, and C.



Lighting. Taxiways are lighted with **blue** edge lighting and/or reflectors. .

3.3.4. **Markings.** Pavement markings on taxiways are always **yellow**. The taxiway centerline is painted on all taxiways.

3.4 Runways

3.4.1. **Designations.** Runways are areas where aircraft land and take off. Runways are always designated by number 27 and 9. The number indicates the compass heading of the runway. An aircraft taking off on runway 27 is headed 270 degrees. An aircraft taking off on runway 9 is headed 090 degrees.

3.4.2. **Lighting.** Runways are lighted with a variety of colored lights.

Runway Edge-lights are **white**.

Runway Touchdown Zone Lights are **white**.

Runway End/Threshold Lights are split lenses that are **red/green**.

3.4.3. **Markings.**

Pavement markings on a runway are white. Runway Threshold Markings and Runway Threshold Bars, Runway Aiming Point Markings, Runway Designation Markings, Runway Touchdown Zone Markings, Runway Centerline Markings, Runway Side Stripes, and Displaced Threshold Markings are white. The only nonwhite lines on a runway are yellow lead-in/-off lines that extend from the runway centerline and holdlines for a specific operation known as land and hold short.

Section 4. Communications

4.1. Any vehicle driving on the **runways must** be in contact with the CTAF. Vehicle operators must always monitor the appropriate radio frequency when in the runway areas. Permission must be requested and clearance given prior to driving on a runway area. A vehicle that is equipped with a radio may escort vehicles without radios. When a runway area is closed for construction, vehicles may traverse that area without CTAF contact but must be escorted if their travels require them to cross an active runway area.

4.2. Phraseology. Vehicle operators must contact CTAF each and every time they proceed onto or leave the runway area. When proceeding onto a runway area, vehicle operators must tell CTAF three things: **WHO you are, WHERE you are, and WHAT your intentions are.** Vehicle operators must always acknowledge all communications so other persons know that the message was received. **Vehicle operators must always give aircraft transmissions priority unless an emergency exists.** Very high frequency frequencies are for the primary use of aircraft and CTAF personnel. Some typical transmissions are as follows:

- Carson City Traffic, this is Airport 1 at Taxiway Alpha. Proceeding onto Runway 27 for a pavement inspection.”
- Carson City Traffic, this is Airport 1 at Taxiway Alpha. Proceeding east on runway 9 for a light inspection.”

Reply transmissions may be brief, such as—

- CTAF: “Airport 1, hold short of runway 9.”
- Driver: “Airport 1 holding short of runway 9.”
- CTAF: “Airport 1 proceed east on runway 9.”
“Please expedite, landing aircraft entering downwind for runway 9.”
- Driver: “Airport 1 proceeding east on runway 9, will expedite.”
- Driver: “Carson City Traffic, Airport 1 is clear of runway 19 right.

NOTE: If you are unsure what was said on CTAF, or if you don’t understand an instruction, you should ask for it to be repeated. Good communications only occur when each party knows and understands what the other is saying.

4.4. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay	Phrase used when such action compliance is required to avoid an imminent situation.

Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the CTAF or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

4.5. Phonetic Aviation Alphabet. Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion. For example; Taxiway B would be referred to as Taxiway Bravo on the radio.

A	ALFA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOX-TROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIET	W	WHISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

4.7. Safety. The FAA defines runway incursion as “**Any occurrence at an airport involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss of separation with an aircraft taking off or intending to take off, landing, or intending to land.**”

Runway incursions are primarily caused by error in one or more of the following areas:

- Pilot/ground vehicle/controller communications
- Airport familiarity
- Loss of situational awareness

An example of an incursion is a vehicle at an airport straying onto a runway in front of an aircraft causing the pilot to take an action to avoid a collision.

When driving on the airfield, vehicle operators need to always be aware of their location and the meaning of all pavement markings, lights, and signs. When on the aprons and taxiways, stay away and steer clear of aircraft. **Aircraft always have the right-of-way.**

NOTE: Any individual involved in a runway incursion should receive remedial airfield driver’s training given by the Carson City Airport Authority or their designee.

Note: includes revisions made 9/19/07 by Carson City Airport Authority

GROUND VEHICLE OPERATING FAMILIARIZATION PROGRAM
TRAINING RECORD

Name: _____

Company Name: _____

Driver's License State and Number: _____

Driver's License Expiration Date: _____

I agree to abide by all rules and regulations prescribed for the operations of a vehicle within the airport operations area.

As of this time, I certify that I hold a current and valid driver's license. If for any reason my license becomes invalid, I will notify the Carson City Airport Manager or Airport Authority immediately.

Sign your name and indicate today's date below:

Carson City (KCXP)

(DATE)

PERMITTED VEHICLE OPERATING AREAS

Location

- General Aviation Ramp
- Air Cargo
- Tie-downs
- General Aviation Hangars
- All Areas

I certify that the above named individual has satisfactorily completed the Driver Training Program.

Instructor's Signature: _____